



GOVERNMENT OF MEGHALAYA
DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA
Under Community & Rural Development Department
SIRD Campus, Nongsder, Ri Bhoi District, Meghalaya - 793103
Email : ddugkymegha@gmail.com



No. MG-DDUGKY/401/2023/67

Dated: 21st July, 2025

ADVERTISEMENT

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) Meghalaya under Community and Rural Development Department, Government of Meghalaya invites applications from the eligible citizens of Meghalaya for recruitment to the post of Block Coordinators on Contractual basis for 1 (one) year renewable based on performance to the post (s) mentioned below:

PARA 1: LIST OF POST(S) & ELIGIBILITY.

PLACE OF POSTING – BLOCK OFFICE (DDU-GKY), MEGHALAYA					
Sl. No.	Post	Region	Qualification, Age & Experience	Desirable qualities	Basic Pay
1.	Block Coordinator	Khasi & Jaintia Hills: No. of Post: 8 (Eight) Garo Hills: No. of Post: 6 (Six)	1. Qualification: Higher Secondary School Leaving Certificate (HSSLC) and above. 2. Age Limit: Within 25 - 45 years. 3. Experience: Minimum of 1 year experience in working with the rural poor in the areas of Skill Development, Social Mobilization and Capacity Building.	1. Strong Analytical, Communication and Interpersonal Skills 2. Ability to plan, implement and monitor in multi-stakeholder environments. 3. Experience working with diverse communities and understanding of social issues in rural areas. 4. Adept Knowledge in Microsoft Office. 5. Willingness to travel extensively for work in rural areas. 6. Proficiency in Troubleshooting. 7. Applicants who have work experience in rural skill development programmes will be given preference.	₹20,000/-

*****IMPORTANT:**

Applicants are requested to check the essential criteria before applying.

- 1) It is mandatory for the applicants to have the requisite educational qualification(s) prescribed for the post, as on the last date fixed for submission of application.
- 2) The date on which an applicant is deemed to have acquired the requisite educational qualification shall be the date on which the result of the last examination for such qualification /degree is declared by the University/Board/Institution.
- 3) Applications will be received up to 5:00 PM on the 1st August, 2025 and no application will be entertained after the closing date.

PARA 2: JOB RESPONSIBILITIES

- 1) Conducting door to door and mass awareness programmes at village and block level.
- 2) Counseling of rural poor households and encouraging the eligible youth of those households to enroll under the programme.
- 3) Collect data and maintain records of poor rural unemployed youth's village wise.
- 4) Extensively travel to rural areas.
- 5) Ability to meet the targets of the programme within the specified timelines.
- 6) Ability to work closely and in coordination with all the various stakeholders that are involved with the rural poor populace.
- 7) Submission of reports and other activities to the office within the specified time.
- 8) Assisting the eligible youths to acquire the necessary documents to enroll under the programme.
- 9) Follow up with the candidates that are in the training centre and under placement.
- 10) Coordinate all block level activities with the concerned Block Development Officer (BDO) office and District Programme Manager, DDU-GKY.
- 11) Perform any other duties as assigned by higher authorities.

PARA 3: SUBMISSION OF APPLICATION

Candidates are to submit their application in hard copy either by hand / post only as per application format in **Annexure-I** to the State office in the following address:

**Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY),
State Institute of Rural Development(SIRD) Campus,
Nongser, Ri-Bhoi, Meghalaya- 793103**

General Instructions:

A. Documents to be attached along with ANNEXURE-I:

- 1) Candidates are required to submit the Proof of Qualification with either a Marksheet/ Completion Certificate of their latest qualification only, showing their Percentage/CGPA.
- 2) Candidates should provide proof of Date of Birth as per the Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation.
- 3) Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving License/Aadhar Card).

B. Email ID and Phone No.

- 1) Candidates are advised to fill in their correct and active e-mail addresses and contact number in the application form to enable DDU-GKY, Meghalaya to use it for correspondence purposes. If an email sent to a candidate bounces for any reason, DDU-GKY, Meghalaya will not take any responsibility.

C. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.

D. Candidates should regularly check the SIRD Website for any updates on recruitment.

E. Candidates should regularly check their email for admit card / call letters.

Debarment:

- 1) Any candidate furnishing incorrect information or making false declarations regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summary rejection of their candidature for this recruitment.
- 2) If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining the support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- 3) Canvassing directly or indirectly for the above-mentioned post shall disqualify a candidate and the decision of DDU-GKY, Meghalaya shall be final and binding in this regard.

PARA 4 : SELECTION PROCESS

- 1) The selection process shall be conducted in two phase:
 - a) Written
 - b) Personal Interview
- 2) For the written exam only shortlisted candidates admit card/call letters along with other necessary information will be send to their email id only.
- 3) Only those candidates who clear the written exam shall be called for the personal interview.
- 4) Candidates who are working in any private/ public sector may furnish a “**No Objection Certificate**” from their Controlling Authority at the final stage of selection / Personal Interview.
- 5) No TA / DA will be provided for attending the Written Exam/Personal Interview.

(S.R. Marak, MCS)
State Programme Director,
DDU-GKY Meghalaya

Memo. No. MG-DDUGKY/401/2023/67-A

Dated: 21st July, 2025

Copy to:

- 1) P.S of Principal Secretary to the Government of Meghalaya, Community and Rural Development Department cum Chairman Project Approval Committee (PAC), DDU-GKY Meghalaya for favour of kind information of the Principal Secretary.
- 2) P.A to the Secretary to the Government of Meghalaya, Community and Rural Development Department for favour of kind information of the Secretary.
- 3) Director, Community and Rural Development Meghalaya for kind information.
- 4) SIO, NIC Meghalaya with a request for publishing in the SIRD and C&RD website.
- 5) Office copy.


State Programme Director
DDU-GKY, Meghalaya

ANNEXURE-I

Application form for the Post of Block Coordinator DDU-GKY, Meghalaya (To be filled in BLOCK LETTERS)	
Applicant Name :	Passport-sized photograph (2 copies) To be pinned.
Fathers Name :	
Mothers Name :	
Gender :	Brief description of your previous / current job role:
Permanent Address	
House No:	
Village Name:	
Block Name:	
District Name:	
State :	
Pin :	
Qualification (Highest) :	
Email ID :	
Phone No :	
Total Experience (Years) :	
Total Years of experience in Rural Development:	
Languages knowledge (written):	
Languages knowledge (speaking):	
Signature :	Date: